



## EMPLOYMENT OPPORTUNITY

[www.cathedralcity.gov](http://www.cathedralcity.gov)  
68-700 Avenida Lalo Guerrero  
Cathedral City, CA 92234  
(760) 770-0365 Job Hotline

Position:	Senior Building Inspector
Final Filling Date:	Open until filled
Salary:	\$5,027.85 - \$6,111.38 mo. (\$6581.29 mo. longevity step)
Benefits: Non-Rep Unit	Benefits include City-paid PERS contribution 2%@55, health, dental, and vision coverage; life and disability insurance, wellness reimbursement, vacation & sick leave, 457 plan.

### **DEFINITION:**

Under general supervision, schedules, assigns, coordinates and participates in City building inspection activities; performs the more difficult inspections; performs related work as assigned.

This lead level class is responsible for direction of the day-to-day operations and activities of the field building inspection function. The incumbent exercises independent judgment, provides technical advice, and ensures consistency of interpretation and application in inspection of structures for compliance with adopted codes. Major responsibilities include conducting field inspections and enforcing codes relating to building, plumbing, electrical, mechanical, swimming pools, disabled access, energy conservation, mobile home and business usage of varied structures; conducting periodic training sessions to ensure that codes are uniformly interpreted and applied; conferring with contractors, architects, engineers, property owners, and other agencies and organizations to discuss conformance requirements and problems; preparing required documentation for legal actions; assisting staff in making complex interpretations and decisions concerning technical problems related to residential, commercial and industrial building inspections; coordinating work efforts and activities with other units, agencies and City department and preparing a variety of periodic and special reports related to the unit's activities and functions. May examine plans for compliance with all applicable codes and regulations.

### **QUALIFICATIONS:**

A typical way to qualify would be:

- Completion of two years of college in pre-engineering, construction technology or a related field, and three years of technical building or related inspection experience. Additional experience as outlined may be substituted for the education of a year for year basis.

Other Requirements

- Must possess a driver's license.
- Must possess an ICC Certificate as a building inspector plus at least one other certification as an electrical inspector, plumbing inspector or mechanical inspector. The second certification must be obtained within one year of employment.

### **APPLICATION AND SELECTION PROCEDURE:**

You must submit an official City application, resume and I.C.C. certificate(s). All application materials must be received in the Human Resources Department. A limited number of candidates whose qualifications are best suited to the position will be invited to participate in a selection process that may consist of an examination and/or interview.

You may request an application by visiting our web page at <http://www.cathedralcity.gov>, by calling our job hotline at (760) 770-0365, or in person at City Hall, 1<sup>st</sup> Floor Reception, Cathedral City located at 68-700 Avenida Lalo Guerrero in Cathedral City between 7:00 a.m. and 5:30 p.m., Monday through Thursday.

**CITY OF CATHEDRAL CITY**  
**EXECUTIVE, ADMINISTRATIVE, PROFESSIONAL AND OTHER PARTICULAR EMPLOYEES**

**THE CITY OF CATHEDRAL CITY:**

The City of Cathedral City is a business and resort community located 110 miles east of Los Angeles and 115 miles northeast of San Diego. Incorporated in 1981, the city has a permanent population of over 53,281 as of 07/05 and is one of the fastest growing areas in the country. An ideal climate of 350 sunny days per year, clear air, scenic beauty, and unlimited leisure activities attract an additional 6000 residents during the winter months. Cathedral City offers affordable housing, and a wide array of shopping and retail centers. Cultural, social and athletic events occur year-round while College of the Desert and California State University at San Bernardino (Valley campus) offers excellent educational opportunities. Approximately 200 City employees provide a full range of municipal services including police, fire, parks and leisure, planning and redevelopment, public works, and tree and street maintenance. For more information, visit our website @ [www.cathedralcity.gov](http://www.cathedralcity.gov).

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Cathedral City is an equal opportunity employer. It is the policy of the City to promote equal employment opportunity for applicants and employees without regard to race, color, ethnic or national origin, religious creed, ancestry, age, sex, marital status, physical or mental disability, medical condition, pregnancy, child birth or related medical condition, sexual orientation, domestic partnership status, or religious opinion or affiliation, military veteran status and/or any other legally protected status.

**APPLICATION MATERIALS:**

All application materials must be received in the Human Resources Division by the closing date and time indicated in the job bulletin. Fill out all parts of the application materials completely and accurately.

- If you have been convicted of any law violation (other than a minor traffic violation), be certain to provide complete details on a Conviction Review Form, you can request a form from Human Resources or download one from the website.
- Unsigned applications will be rejected.
- Resumes may be attached but are not accepted in lieu of an official City employment application.
- Faxes, e-mails or postmarks are not accepted.

An eligibility list containing the names of the most qualified applicants will be compiled based on the results of the selection process. The list will normally be in effect for six months unless extended or previously exhausted.

**REASONABLE ACCOMMODATION:** Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Office at the time of application. The City of Cathedral City reserves the right to request verification of disability.

**MEDICAL EXAMINATION:** All new City employees must successfully complete a medical examination, psychological examination and drug test by a City approved physician and laboratory prior to employment.

**PROBATION PERIOD:**

- 1040 working hours (approx 6 mo.)

**NON-SMOKING POLICY:** The City prohibits smoking in all City buildings.

**EMPLOYEE BENEFITS:** The City provides an outstanding benefits plan that includes:

- Additional compensations – 5% Masters
- Benefits – City paid Dental, Vision, Disability Insurance, Life Insurance as well as AD&D.
- Bilingual pay – 2.5%.
- Deferred Compensation (ICMA / Nationwide) - City match up to \$46.16 per pay period (26 pay periods)
- Domestic Partner Coverage available
- Educational Reimbursement - \$8,000 lifetime total
- Health Insurance – The City pays full premium for employee and dependent(s) Choose from Preferred Provider Organization (PPO) or Health Maintenance Organization (HMO).
- Holidays - 9 Holidays in addition 3 floating holidays & Community Service Day (Martin Luther King) during the pay period in which the holiday occurs.
- PERS retirement fully paid by the City 2% @55. City pays employer + employee contribution.
- Salary Increases - 3.75% March 1, 2007; 3.75% January 1, 2008; 3.75% June 1, 2008; 3.75%; March 1, 2009; 3.5% January 1, 2010
- Sick Leave – 3.69 hours per pay period (26 pay periods) one day a month.
- Social Security – The City does not participate in the Social Security system; therefore, there is no FICA deduction.
- Vacation Accrual – Less than 2 yrs. 144 hrs. yr.; 2–5 yrs. 168 hrs. yr.; 6–9 yrs. 192 hrs. yr.; 10 yrs + 216 yrs.
- Wellness – 75% cost of program up to a maximum of \$600 per fiscal year.

This benefit plan is currently in effect and is subject to change. Benefits may vary depending on bargaining unit or employee status. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. The provisions of this bulletin do not constitute an implied contract. Any offer of employment is contingent upon the applicant being authorized to work in this country and providing documents to verify this fact.